

Vacancy Announcement Number 09-0028

Position: 1101493; 1101494 Protocol Assistant - FSN-8, FP-6*
2 identical positions
Open to: All interested Candidates
Opening Date: April 1, 2009 **Closing Date:** April 14, 2009
Work Hours: Full-time: 40 hours per week
Position Grade: Ordinarily Resident: FSN-8 (RUB 703,475+bonus RUB 25,800 p.a.- starting salary)
AEFM/MOH/NOR: FP-6 (position grade to be confirmed by Washington)

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS (TEMPORARY OR PERMANENT) TO BE ELIGIBLE FOR CONSIDERATION. NON-RESIDENT APPLICANTS MUST PROVIDE DOCUMENTATION WITH THEIR APPLICATION THAT DEMONSTRATE THAT THEY HAVE THE RIGHT TO LEGALLY LIVE AND WORK IN THE RUSSIAN FEDERATION.

The U.S. Embassy in Moscow is seeking an individual for the position of the Protocol Assistant in the Executive Office.

BASIC FUNCTION OF THE POSITION

The position serves as Protocol Assistant to the U.S. Mission in Russia, supporting the Ambassador, Deputy Chief of Mission (DCM), and other USG officials and agencies at the Embassy in Moscow and Consulates General throughout Russia on protocol issues and related matters. The incumbent assists the Executive Office in planning and organizing official functions at the Ambassador and DCM's residences, and at the residences of State Minister Counselors' as required, from developing the initial guest list to greeting guests at events. The position also administers the Embassy-wide Contact Data Base (CDB). Facilitates contacts for the Ambassador and DCM with government officials and other contacts of economic, political and other sections as required. Provides support for representational events of visiting delegations as required. Incumbent liaises with host-government contacts, diplomats, business leaders, and members of the local population in carrying out protocol duties.

(A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Contact Irina Kamenskaya, 728 5000 ext. 4693).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item – this is in addition to the sending of a CV/Resume.

1. University studies required
2. Minimum 4 years relevant administrative work experience required.
3. Level IV (fluent) English is required. Will be tested. Level IV (fluent) Russian is required.
4. Knowledge of Russian political system, key government officials, and major Russian cultural/social/business figures and institutions required.
5. Must be able to establish and maintain working relations with protocol staff in other embassies, host government offices and ministries, as well as with administrative staff in the private sector and non-governmental organizations. Good drafting skills and a strong working knowledge of MS Office software package and Windows. Must be able to work under pressure, be flexible, highly organized, and demonstrate exceptional tact and poise for dealing with high-ranking individuals. Must interface with the Executive Office to ensure timely execution of all elements of representational event planning.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members and those with U.S. Veterans preference will be given hiring priority consideration. Therefore, it is essential that all candidates **address the required qualifications** above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy
2. Current employees serving a probationary period are not eligible to apply.
3. Must be able to obtain and hold a security clearance.
4. Currently employed US Citizen EFMs, who hold a FMA appointment, and currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within

- the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. AEFMs and FM/MOHs on the travel orders of a Foreign Service, Civil Service, or Military Officer permanently assigned to post and under Chief of Mission authority are not required to obtain work permits or visas for employment within a U.S. Foreign Service post in Russia.
 6. Under the Russian law on citizenship, dual citizenship is not recognized by the Government of Russia (GOR) unless a bilateral agreement exists; one does not exist between the GOR and the USG. (Bilateral agreements on dual nationality do exist between Russia and Tajikistan) Employees and/or Appointment Eligible Family Members (AEFMs) who may have dual citizenship should advise the Human Resources Office before applying for any jobs at the Embassy or at the Consulates General.

TO APPLY

- To be considered for a certain position all interested candidates should proceed as follows:

- A. Indicate the position you are applying for.
- B. Submit the following documents in English. For positions required level II (limited) English proficiency resume may be submitted in English or Russian:
 - Application for Federal Employment (SF-171 or OF-612); or
 - A current resume that addresses the qualifications for skills and abilities. In order to be considered, applicants must address each and every one of the required qualifications in this announcement and may submit a narrative statement on separate page with specific responses to each qualification.
 - Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
 - Documentation (essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Fax: 7-095-728 5105; Email: moscowhr@state.gov

Preferred way of sending resumes is on-line.

POINT OF CONTACT

Irina Kamenskaya, Phone: 728 5000 ext. 4693

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 14, 2009

The US Mission in Russia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.